FPS Economy, S.M.E.s, Self-employed and Energy

MYPAGE

USER MANUAL

OCTOBER 2023

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What is MyPage?

MyPage is a client platform that provides access to your data

MyPage is a secure platform (just like MyMinfin or MyPension) where you can consult the data regarding your patents, European patents validated in Belgium and supplementary protection certificates and related payments.

There are two types of access to MyPage:

"Payer" access: this access is currently only available to holders of a current account with the Belgian Office for Intellectual Property (IPObel) Through this access, you can view the data relating to your current account, including the account statements and the list of payments made. This type of access also allows you to issue individual electronic payment orders or to upload XML files to give such payment orders.

"*Portfolio*" access: this access is for patent attorneys and groups of patent attorneys. It allows you to consult the data relating to your patent portfolio, as well as the documents contained in the folders "patents" you manage.

It should be noted that MyPage is not an online filing platform: online filing is only possible by accessing the eOLF system. Access can be requested by sending an email to the following address: piie.bpp-helpdesk@economie.fgov.be

Credit cards payments are not possible in MyPage. Therefore you must open a current account, to enter your payment order via MyPage.

What are the conditions for requesting access to MyPage ?

Complete the following three steps in order to request access to a MyPage account.
• 1. Obtain an EPO smart card
First, you must have a smart card provided by the European Patent Office (EPO) and the corresponding PIN code. Smart cards are not only used for online submissions (eOLF), but also to secure access to your MyPage account. A smart card can be requested via the link https://bpp.economie.fgov.be/bpp-portal/web/guest/efiling
After you have received your smart card (and your PIN code), you must complete two forms: an online form and a paper form. For safety reasons both forms are necessary.

• 2. Complete the online form:

Log in at the following address:
https://bpp.economie.fgov.be/bpp-portal/web/guest/mypage
Insert your smart card and click on the "register your smart card" link. This link will not work if you have not connected a valid smart card. To give you access to MyPage, it is essential that all fields of the form are completed.

• 3. Fill in a paper form that you request via the email address piie.bpp-helpdesk@economie.fgov.be

• Please note that the "payer access" to MyPage is currently only available to patent attorneys, payment agencies and natural persons who have a current account with the Belgian Office for Intellectual Property. For more information about current accounts and payments made through this method, you can contact the accounting services at the following address: piie.accountancy@economie.fgov.be

• Also keep in mind that when you give MyPage access to a member of your team, it allows them to pay taxes on your behalf.

• Note that the "portfolio access" is granted only to authorized or recognized patent attorneys or groups of representatives. The portfolio gives access to all files to which the representatives of the group are currently linked.

SAFETY INSTRUCTIONS WHEN USING MYPAGE

Please keep in mind that you are dealing with sensitive information. In this context we give some tips:

- It goes without saying that you do not lend your personal smart card to other persons and that you keep your PIN secret;
- When you are active in MyPage and you leave your PC, please always lock your PC or end your MyPage session (log out). It is also recommended to store your smart card or carry it with you;
- After being idle on the MyPage browser for more than 15 minutes, reload the browser (in case your smart card remained plugged in). If you removed the smart card at that time, you will need to identify yourself again.

HOW TO REQUEST ACCESS TO MYPAGE?

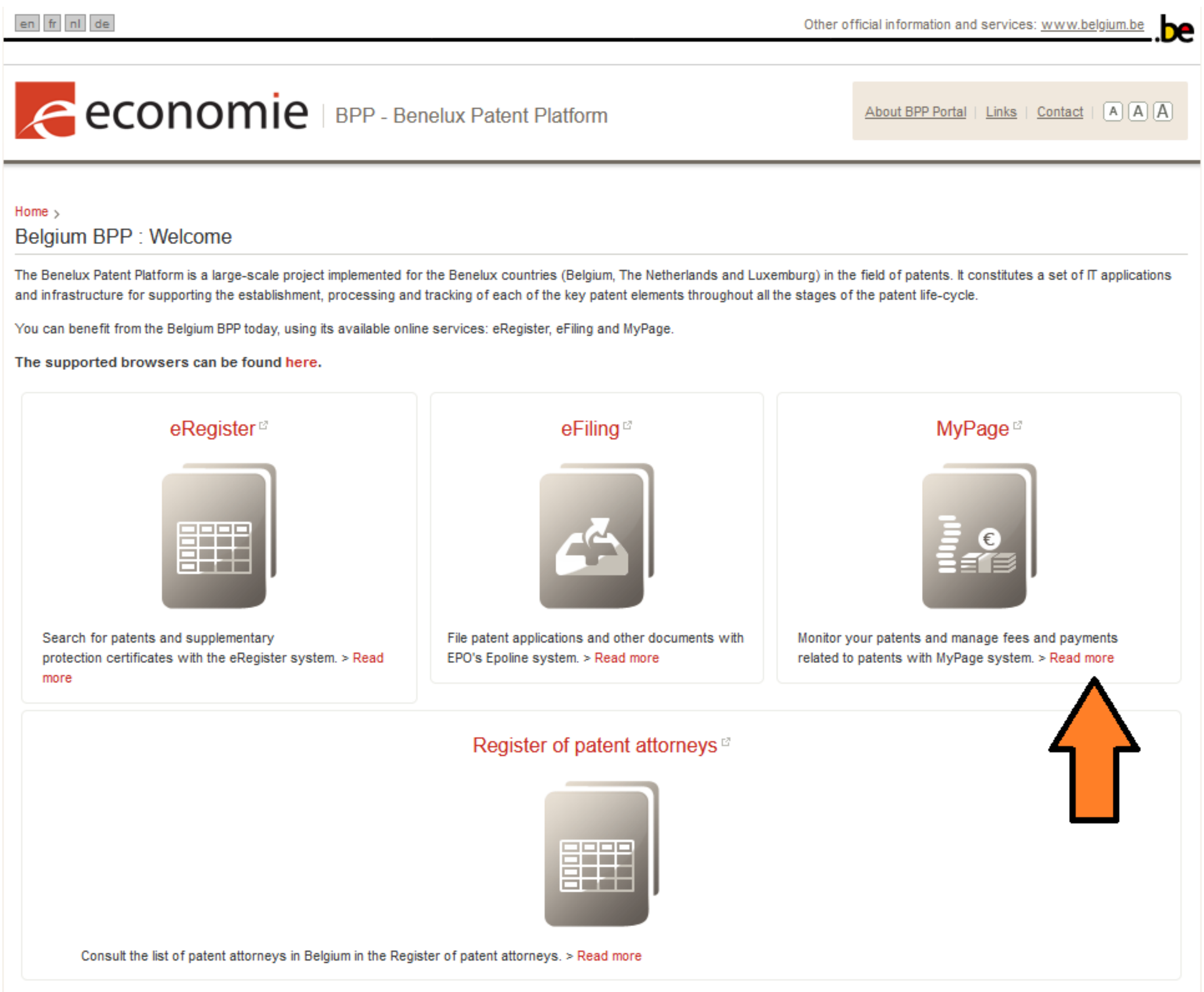
To obtain access to MyPage, and provided that the conditions listed above are met, you must:

- Send an application form to: piie.bpp-helpdesk@economie.fgov.be
- Log in to the platform in order to register your smart card

To register the smart card, log in to the Benelux Patent platform (BPP) portal:

https://bpp.economie.fgov.be

Then click on the "read more" link just below the MyPage icon.

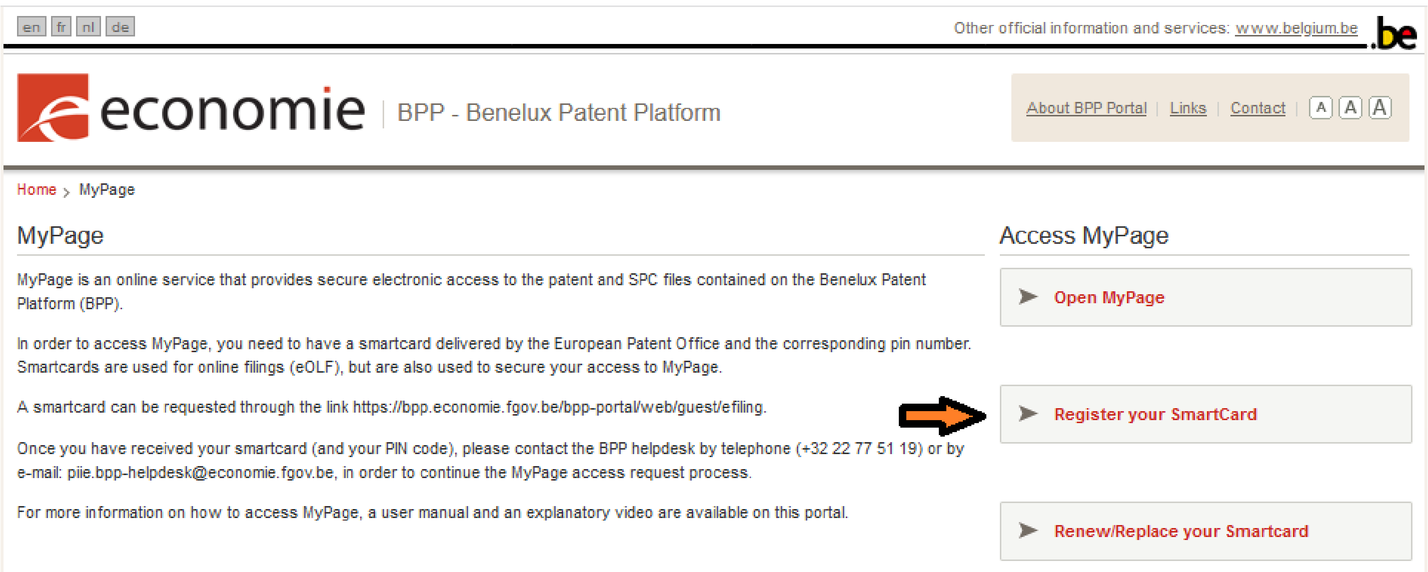


This opens an information page with three links:

- Open MyPage
- Register your Smartcard
- Renew/Replace your Smartcard

Before doing anything, make sure that your smart card reader is properly connected to your computer and that the smartcard is properly inserted in the reader.

Then click on "Register your Smartcard".



This link opens a form with the following fields:

- Name (automatically filled in and non-editable)
- Email (required)
- Address
- Postal Code
- Town
- Country
- Telephone
- Smart card ID (automatically filled in and non-editable)
- And in case there is another contact person than the one requesting access:
  - Contact Name
  - Contact Email
- Comments

Although only the field ‘email’ is mandatory, it is strongly recommended to complete the entire form, as this makes the work easier for system administrators.

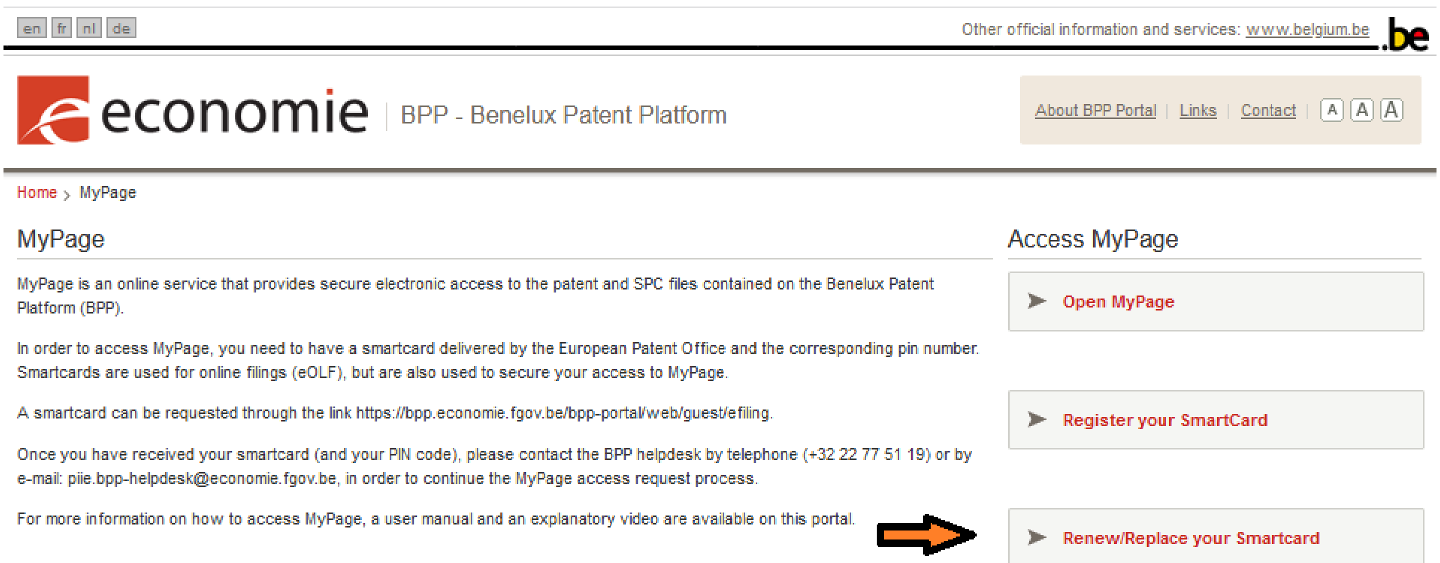
Once you have completed these two actions (emailing the request form to the helpdesk and registering your smart card), the IPObel Helpdesk will consider your request and activate your access.

You will receive a confirmation by email once you have been granted access.

RENEWING YOUR SMARTCARD

In case you already have access to MyPage but the EPO has renewed your smartcard, you need to register your smartcard again to keep your access to MyPage.

On the MyPage page of the Benelux Patent Platform web portal, you must click on the "Renew/Replace Smart card" link, and follow the on-screen instructions in order to save the modification of your certificate.



No further action is required: you should automatically be granted access again to MyPage as soon as you have renewed your smartcard.

HOW TO LOG IN TO MYPAGE?

Go to https://bpp.economie.fgov.be

Make sure your smartcard is inserted in the reader and that the reader is connected to your computer.

Click on the MyPage link: a window pops up and you are asked to enter your smartcard password.

In some cases, a user may have access to various profiles in MyPage.

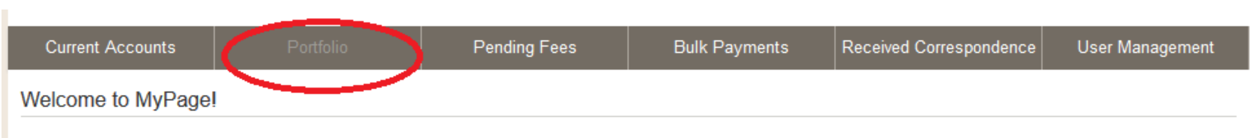
Therefore, the first step when logging in is to select a profile, even when there is only one available.

DATA AVAILABLE IN MYPAGE

There are six tabs above each window of MyPage: depending on the profile (payer or portfolio), some are available, and others are not.

Please note that the annual maintenance fees for European patents with unitary effect are not visible in MyPage. This is because these fees are not payable to the Belgian Intellectual Property Office, but to the European Patent Office .

In the "payer" view, the Portfolio tab is disabled:



CURRENT ACCOUNTS TAB

This tab is only available for people with Payer access.

The tab allows the user to:

- consult the balance of his current account;
- consult the debit and credit transactions on his account.

Each record contains the following information:

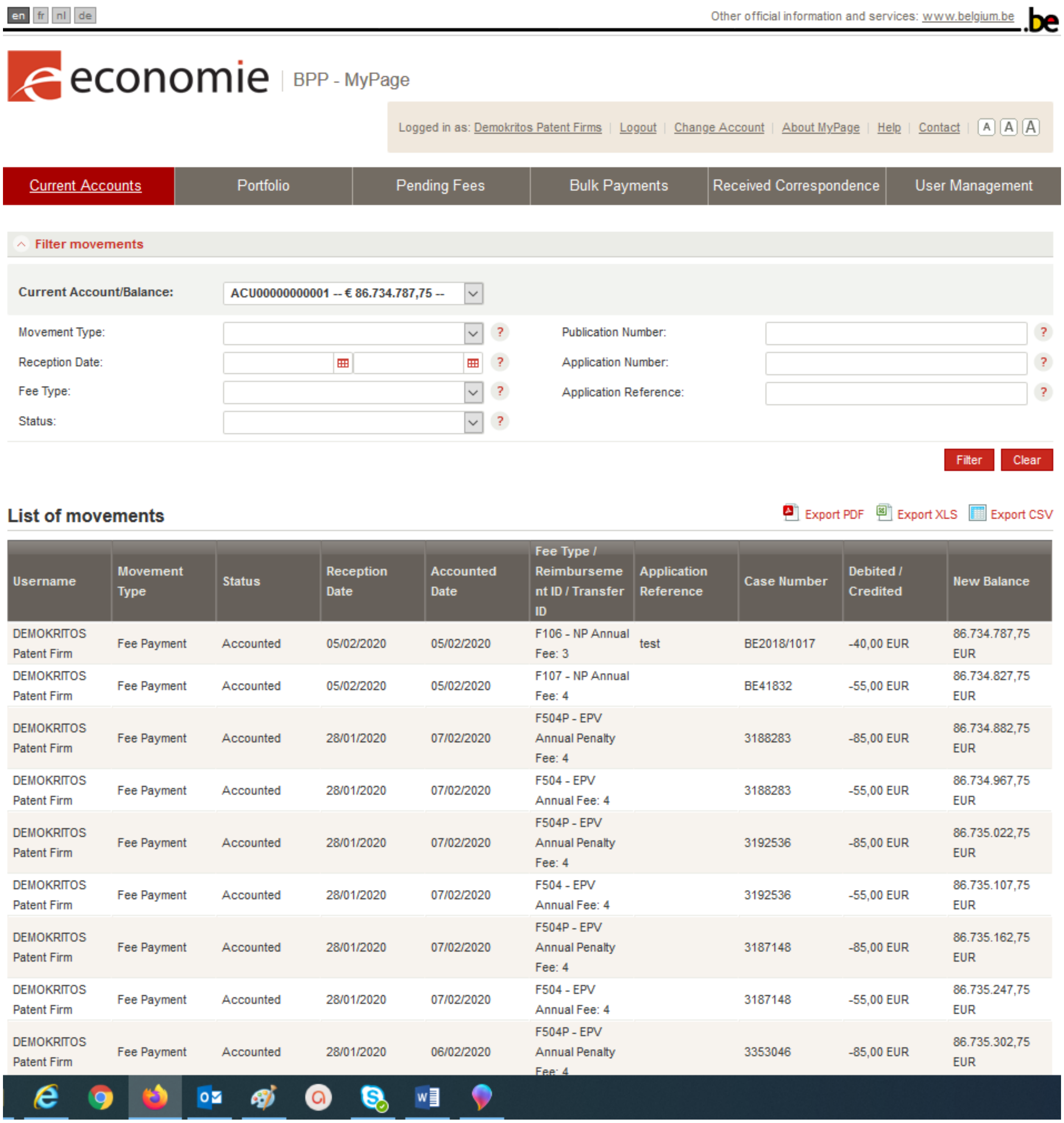
- Username
- Movement Type
- Status
- Reception date
- Accounted Date
- Fee Type/Reimbursement ID/Transfer ID
- Application Reference
- Case Number
- Debited/Credited

- New balance

You can filter the transactions by type, date, fee, application or publication number. By clicking "Filter", the system filters the transactions. By clicking "Clear", the system returns to the basic view, without any filters.

It is also possible to search for a payment using the reference that the user gave to his payment order (Application Reference).

Sample view of the "Current Account" tab:



Username	Movement Type	Status	Reception Date	Accounted Date	Fee Type / Reimburseme nt ID / Transfer ID	Application Reference	Case Number	Debited / Credited	New Balance
DEMOKRITOS Patent Firm	Fee Payment	Accounted	05/02/2020	05/02/2020	F106 - NP Annual Fee: 3	test	BE2018/1017	-40,00 EUR	86.734.787,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	05/02/2020	05/02/2020	F107 - NP Annual Fee: 4		BE41832	-55,00 EUR	86.734.827,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	28/01/2020	07/02/2020	F504P - EPV Annual Penalty Fee: 4		3188283	-85,00 EUR	86.734.882,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	28/01/2020	07/02/2020	F504 - EPV Annual Fee: 4		3188283	-55,00 EUR	86.734.967,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	28/01/2020	07/02/2020	F504P - EPV Annual Penalty Fee: 4		3192536	-85,00 EUR	86.735.022,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	28/01/2020	07/02/2020	F504 - EPV Annual Fee: 4		3192536	-55,00 EUR	86.735.107,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	28/01/2020	07/02/2020	F504P - EPV Annual Penalty Fee: 4		3187148	-85,00 EUR	86.735.162,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	28/01/2020	07/02/2020	F504 - EPV Annual Fee: 4		3187148	-55,00 EUR	86.735.247,75 EUR
DEMOKRITOS Patent Firm	Fee Payment	Accounted	28/01/2020	06/02/2020	F504P - EPV Annual Penalty Fee: 4		3353046	-85,00 EUR	86.735.302,75 EUR

By clicking on the "export list" link, the user can export the list of payments in .csv, .xls and .pdf. It is recommended to use the free LibreOffice software to obtain ideal exports.

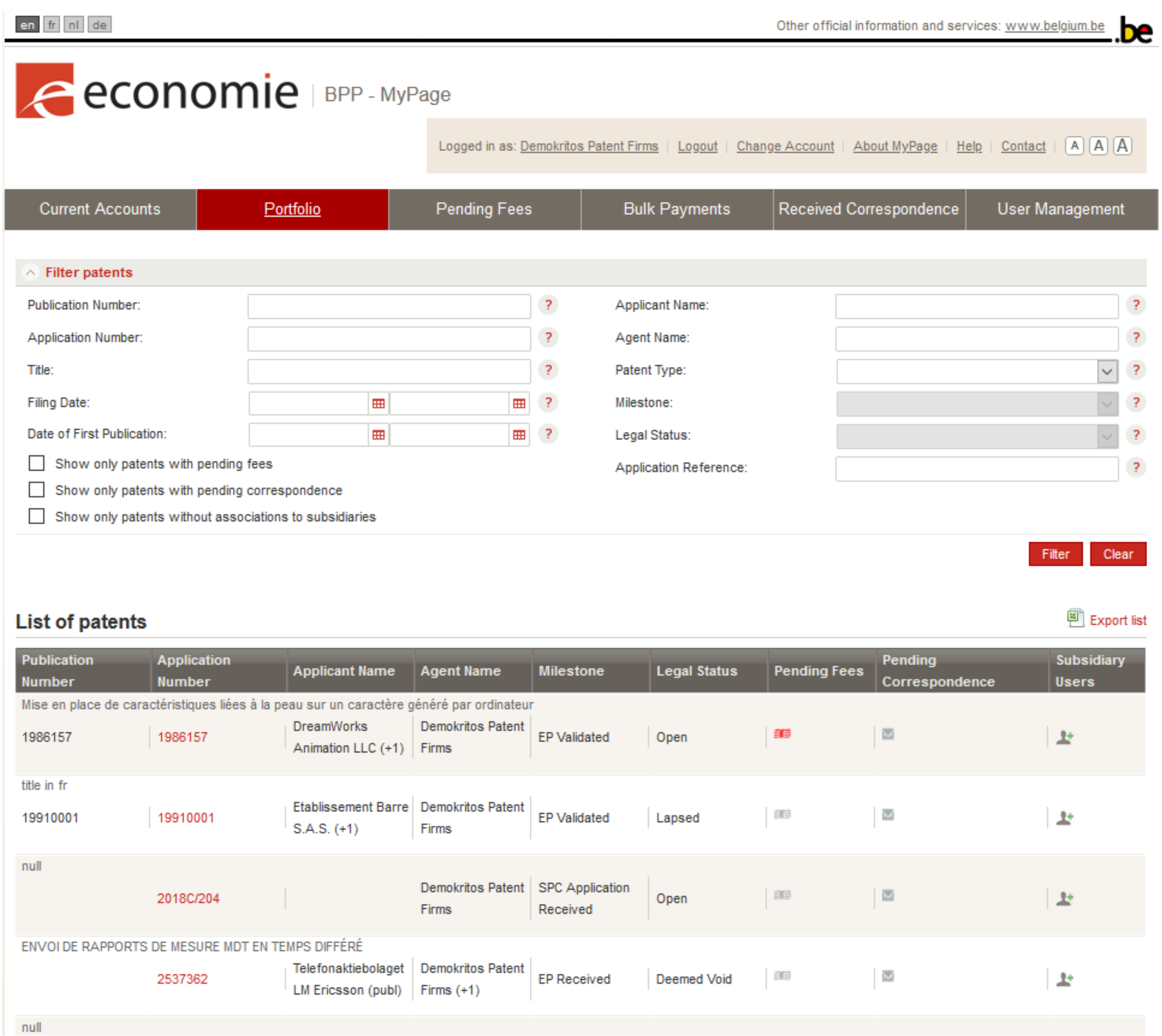
You can also export per month; you can do this by clicking on “Monthly Export”.

PORTFOLIO TAB

This tab is available only for people with Portfolio access.

The tab allows the user to consult the intellectual property titles (Belgian patents, European patents, supplementary protection certificates) linked to his profile and whereof the visibility in MyPage has been validated by the IPObel.

If you have obtained the rights of a main user for this, you will also be able to export a list of the patents assigned to you. Further explanation in this regard is given on page 19 of the User Management Tab.



The portfolio can be sorted by type, filing date, publication number, publication date, or by attorney reference (Applicant Reference). By clicking "Filter", you filter the intellectual property titles in the portfolio by the selected criteria. By clicking "Clear", you return to the basic view, without any filters.

The patent list features the following information:

- Publication Number
- Application Number
- Title
- Applicant Name
- Agent Name
- Milestone
- Legal Status
- Pending Fees
- Pending Correspondence
- List of subsidiary users that have access to this file

When you click on a patent number in the list, you can see the bibliographic data and a number of documents in the electronic record relating to that title, including:

For Belgian patents: the documents relating to open requests and in process from 08/05/2019 will be progressively accessible during the processing of the request.[1] Documents relating to requests that have already been published or issued between the dates of 09/22/2014[2] and 08/05/2019 will not be accessible via MyPage but can be viewed in the Public register (eRegister).

For SPCs: the documents relating to (requests for) additional protection certificates filed from 09/22/2014 are available via MyPage. The documents relating to SPC requests filed before 22/09/2014 and which are still pending are gradually made available via MyPage when processing the file. Finally, the documents relating to SPC requests filed before 22/09/2014 and which are no longer pending, are not accessible via MyPage but can be consulted in the Public Register (eRegister).

For EPVs: documents relating to European patents issued and designating Belgium which were in force on 09/22/2014; as well as the documents relating to a translation of claims from published European patent applications which designate Belgium and whose registration and publication were requested and accepted from 22/09/2014.

For EPA and PCT: Documents relating to European patent applications and international patent applications (PCT) filed with the Belgian Office for Intellectual Property until 03/31/2018 are not accessible via MyPage.

[1] For requests that are rejected or withdrawn, the documents will be accessible either during the processing of the request, or during the rejection or withdrawal

[2] Date of launch in Belgium of the Benelux Patent Platform

Finally, all the documents linked to an RFC will also be accessible via MyPage, and in the event of restoration, the notification of the final decision accepting or refusing the restoration.

PENDING FEES TAB

There are four subtabs on this page, which are enabled depending on the user's type of access:

- Third Party Fees subtab: Payer Access
- My Payment Orders subtab: Payer Access
- My Pending Fees subtab : Portfolio Access
- My Payment List subtab: Payer Access

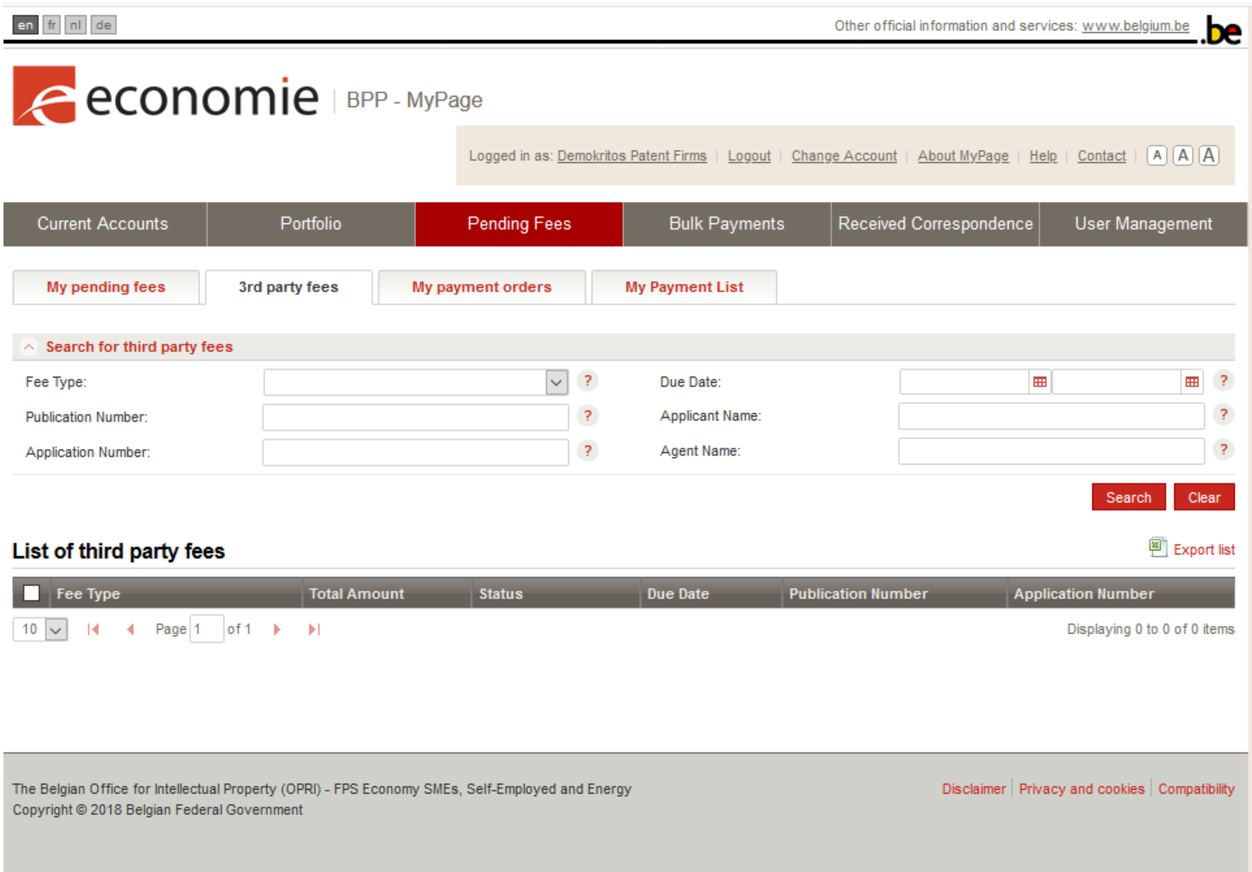
Third Party Fees subtab

Allows the user to view all the fees existing in the system and create a payment order to pay these fees with his current account, even if these fees are due for files that are not assigned to him. As it is necessary to have a current account to issue a payment order, this tab is only available to users with Payer access.

Fees can be sorted by tax type, publication number, request number, due date... By clicking "Filter", you filter the fees on the selected criteria. By clicking "Clear", you return to the basic view, without any filters.

By clicking on the "export list" link, the user can export the list of taxes in .csv, .xls and .pdf. It is recommended to use the free software LibreOffice to get perfect exports.

Sample view of the "3rd Party Fees" subtab:



My Payment Orders subtab

This tab allows you to check the status of payment orders created in the other subtabs, and to view the receipts and the processing reports for your orders.

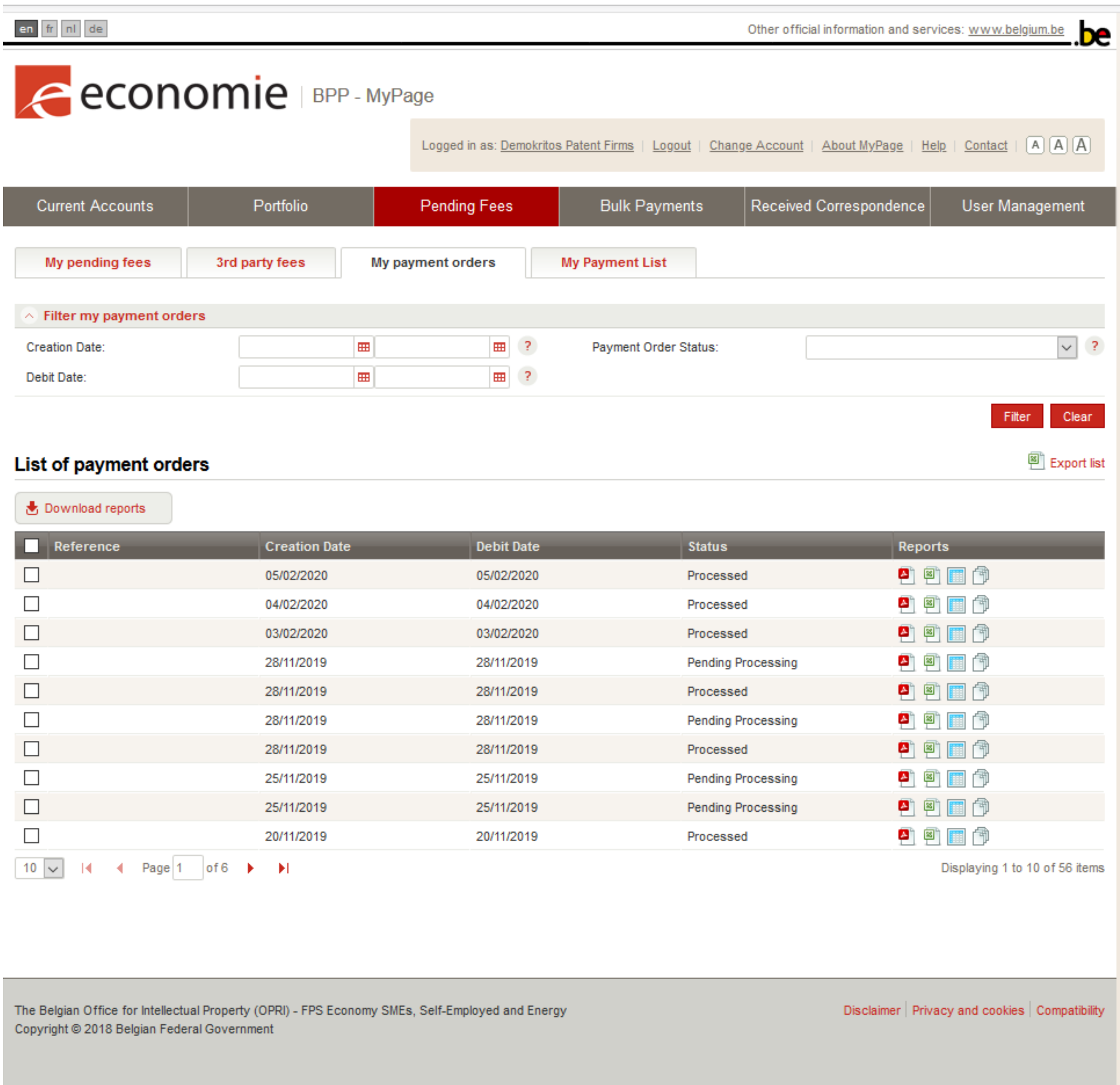
The payment orders can be sorted by creation date, debit date and status. By clicking "Filter", you filter the fees on the selected criteria. By clicking "Clear", you return to the basic view, without any filters.

For each payment order, the following information is available:

- Creation Date
- Debit Date
- Status
- Reports

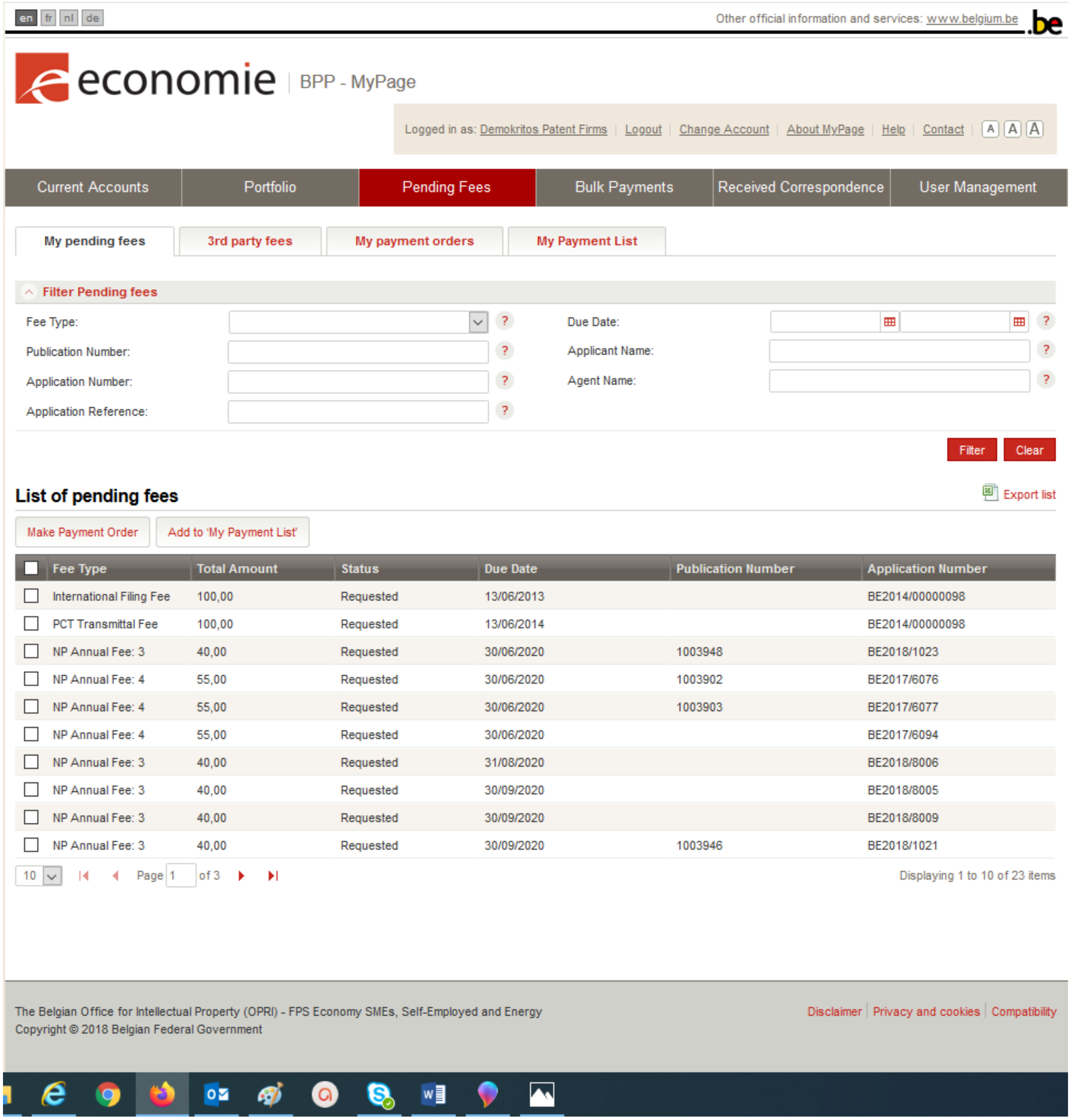
The reports are available in .pdf, .xml and .csv. It is recommended to use the free software LibreOffice to get ideal exports.

An exemplary view of the subtab ‘My payment orders’:



My Pending Fees subtab

Allows the user to consult the fees due in the files assigned to him in the BPP system. Therefore, this tab is only accessible to users with Portfolio access.



The due fees in the *portfolio* can be sorted by Fee Type, Publication Number, Application Number, Due Date or Applicant Reference. By clicking "Filter", you filter the portfolio's due fees by the selected criterion. By clicking "Clear", you return to the basic view, without any filters.

My Payment List subtab

Here you can find the taxes that you have selected in the Third Party Fees tab. You can then indicate which of these taxes you wish to pay by ticking the corresponding boxes and then clicking on Make Payment Order.

BULK PAYMENT TAB

This tab is only available for people with Payer access.

The tab allows the user to:

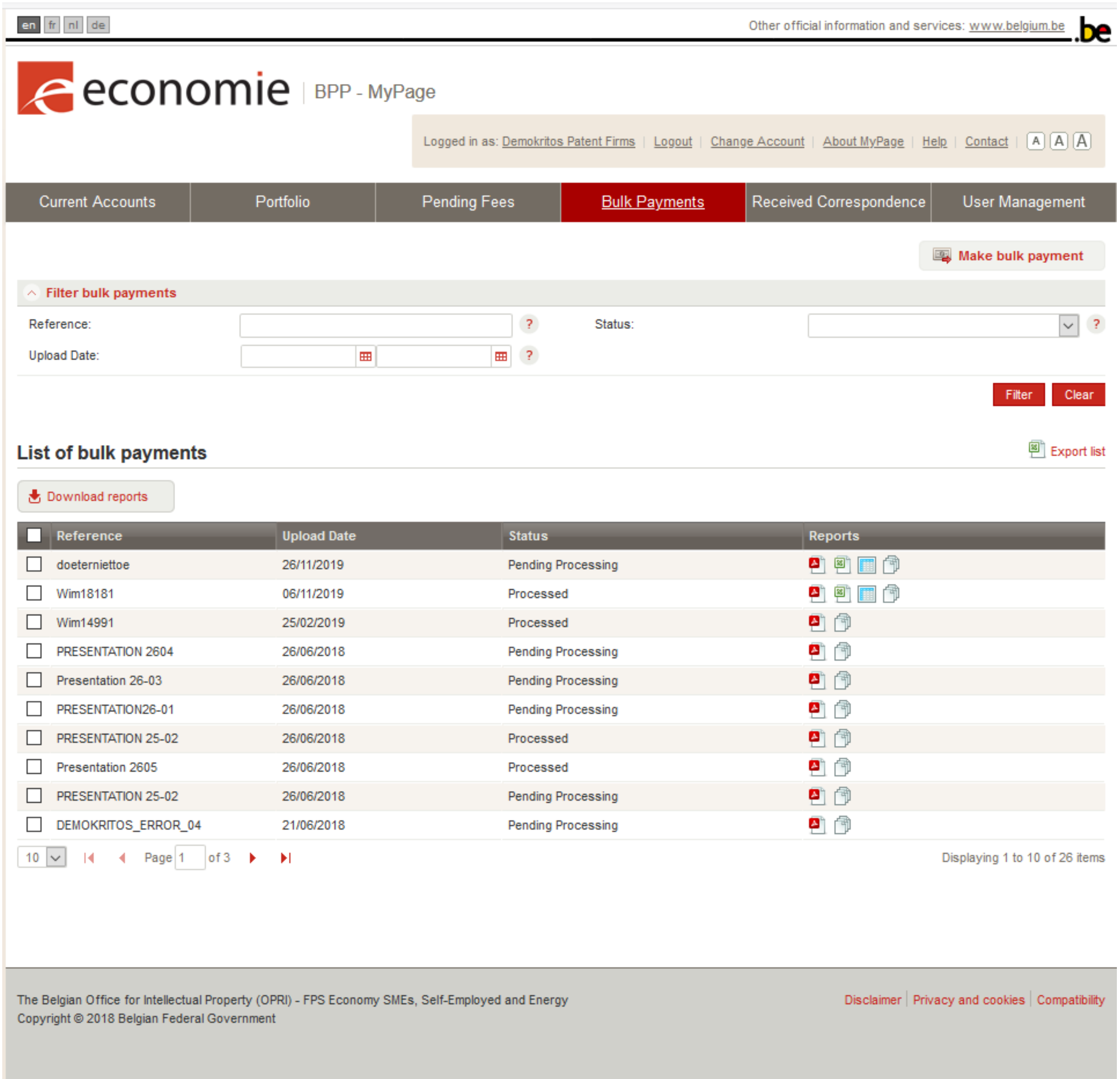
- transfer an XML file containing a payment order for maximum 500 patents
- check the status of this order

To transfer a file, the user has to click on "Make Bulk Payment", in order to import the XML file containing the payment order.

At this point, the user is asked to confirm the current account number to be used (if the user has only one current account, it will be the default account).

After confirmation that the XML file has been uploaded to the system, the user receives confirmation that the payment order has been saved.

Warning: some errors in the XML may cause an upload failure. However, some other errors will not result in a failure at this stage but may result in the rejection of some lines of the payment order. Please refer to the section of this manual relating to the XML-structure of a payment order for more information on this subject.



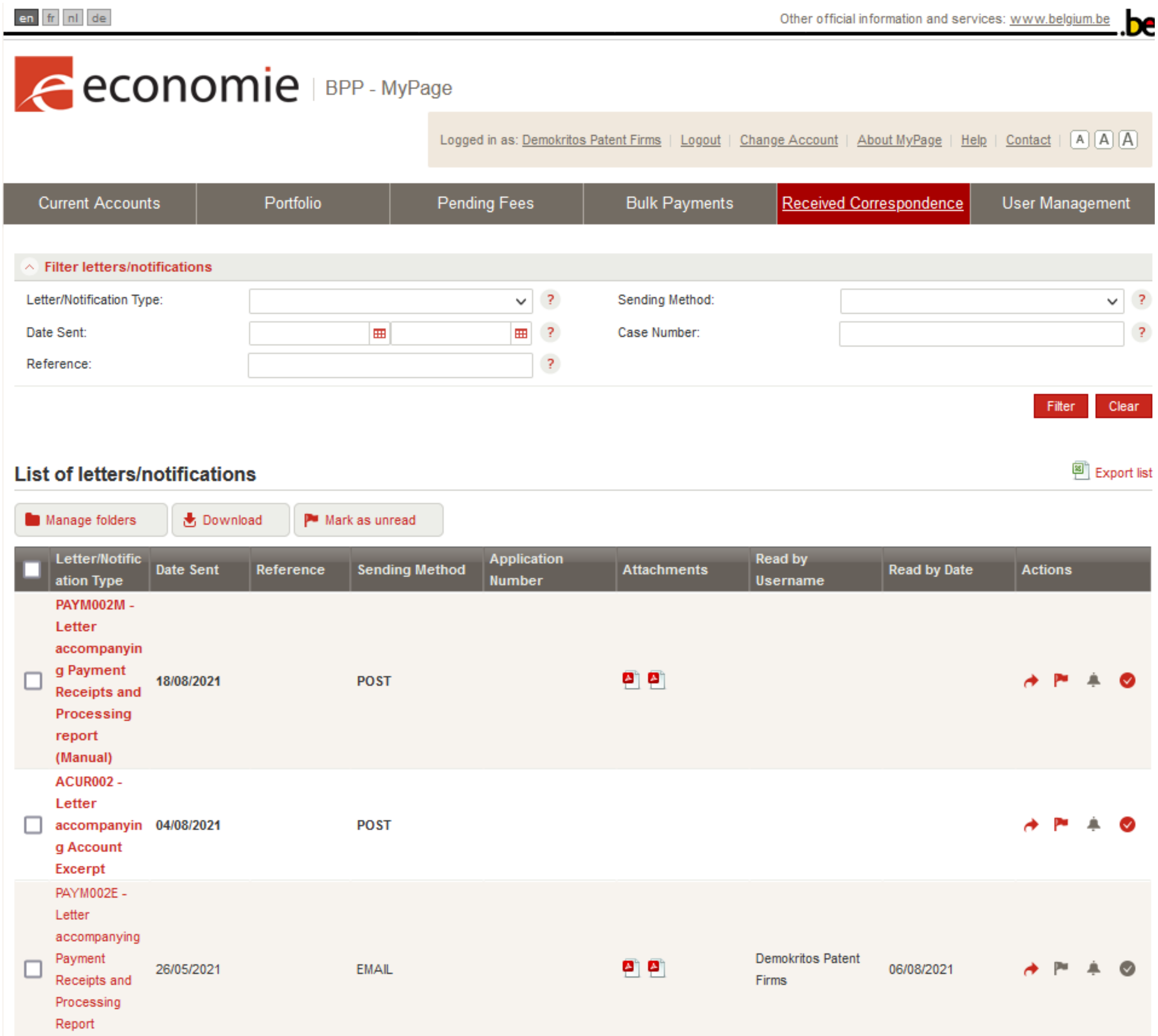
The payment orders made in this way are listed under this tab.

The payment orders can be filtered by Reference, Upload Date and Status. By clicking "Filter", you filter the payment orders by the selected criterion. By clicking "Clear", you return to the basic view, without any filters.

The list of payment orders contains the following information: Reference, Upload Date, Status and Reports in .pdf, .xls and .csv formats. It is recommended to use the free software LibreOffice to get ideal exports.

RECEIVED CORRESPONDENCE TAB

This tab contains the correspondence sent electronically by the Office to you. This tab is "active" for both those with portfolio access, as well as payer access. Only letters regarding annual fees, refunds etc. are visible in “Received Correspondence”.



The correspondence can be filtered by Date Sent, Sending method, Application number and Letter/Notification Type. By clicking "Filter", you filter the letters by the selected criterion. By clicking "Clear", you return to the basic view, without any filters.

The default number of letters displayed is 10, but it is possible to display the next letters by selecting the navigation pages below the table.

The table features the following columns:

Letter/Notification Type, Date Sent, Reference, Sending Method, Application Number, Attachments, etc.

The attachments can be downloaded.

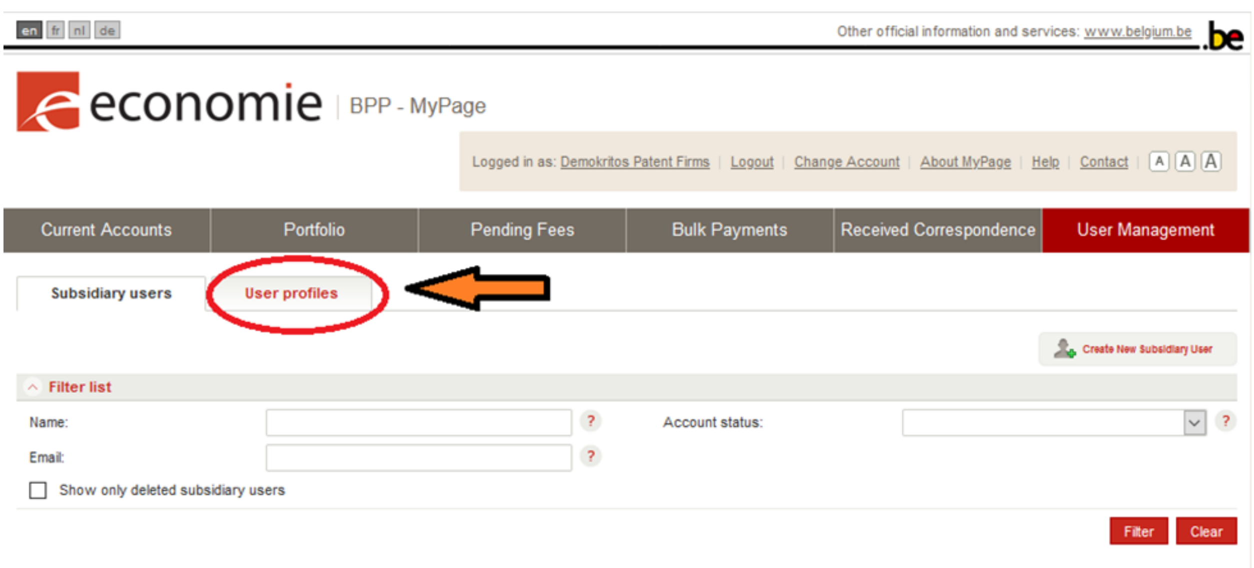
Depending on your wishes, you can mark the letter as unread. To do this, you must check the letter and then click "Mark as unread".
Additionnally, you can create folders to classify your correspondence by clicking "Manage Folder" and then "Create New Folder". For more information about this feature, please refer to the video explaining "payer" access.

A red arrow is also indicated in the 'Actions' table. This is a 'Quick Reply' button; with this you can immediately send a reply to the letter in question that is sent to the IPObel.

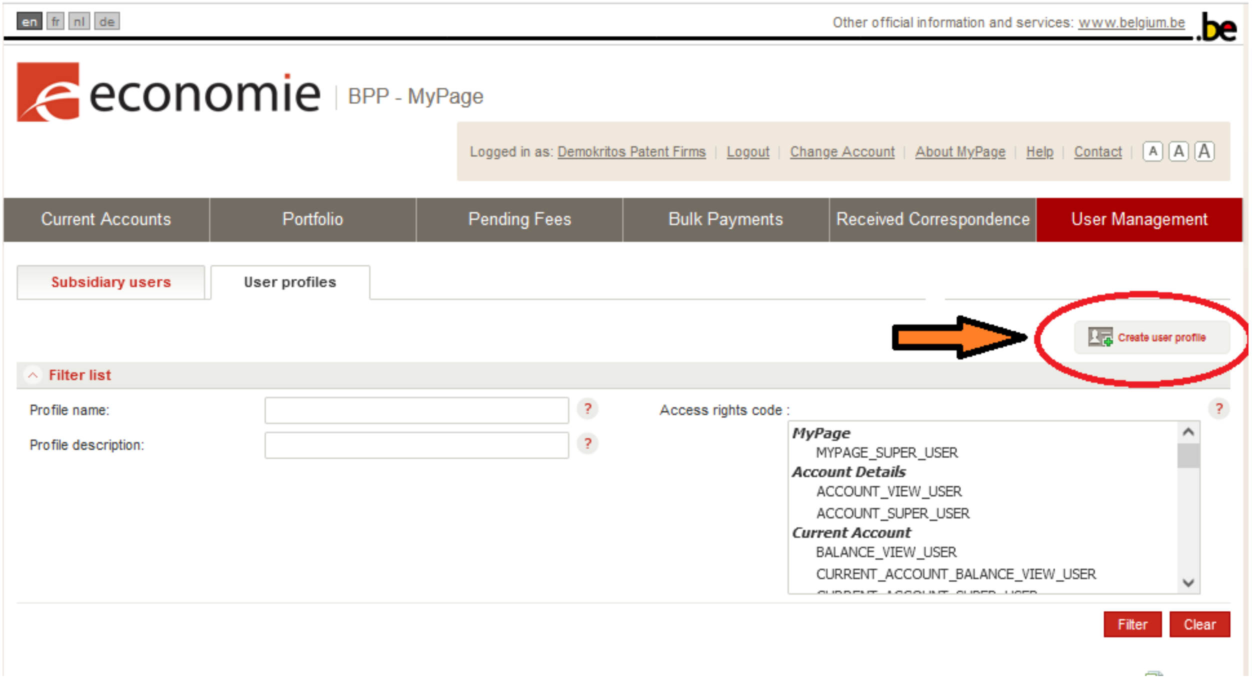
USER MANAGEMENT TAB

With this functionality, payment agencies and patent attorneys can manage the access rights of colleagues and employees. This creates an overview for the manager of users within their own structure.

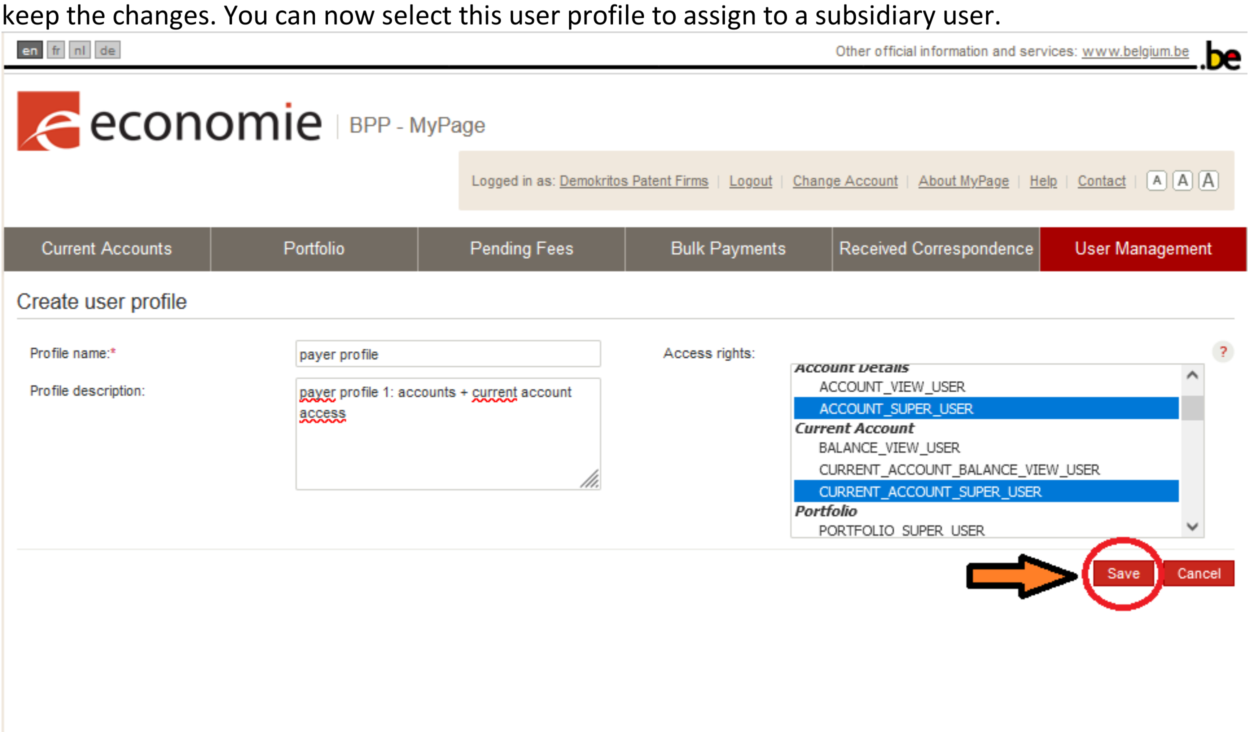
First and foremost, you need to create user profiles. These profiles are composed of different access rights. The number of profiles is unlimited; you can therefore create a profile for any type of employee.



Click on ‘Create user profile’.

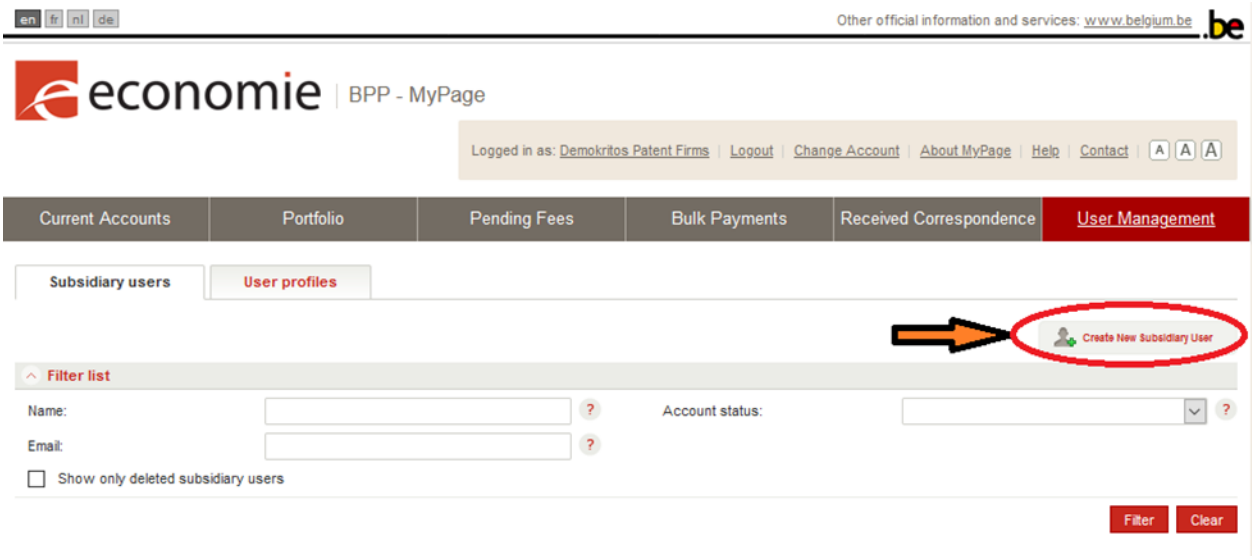


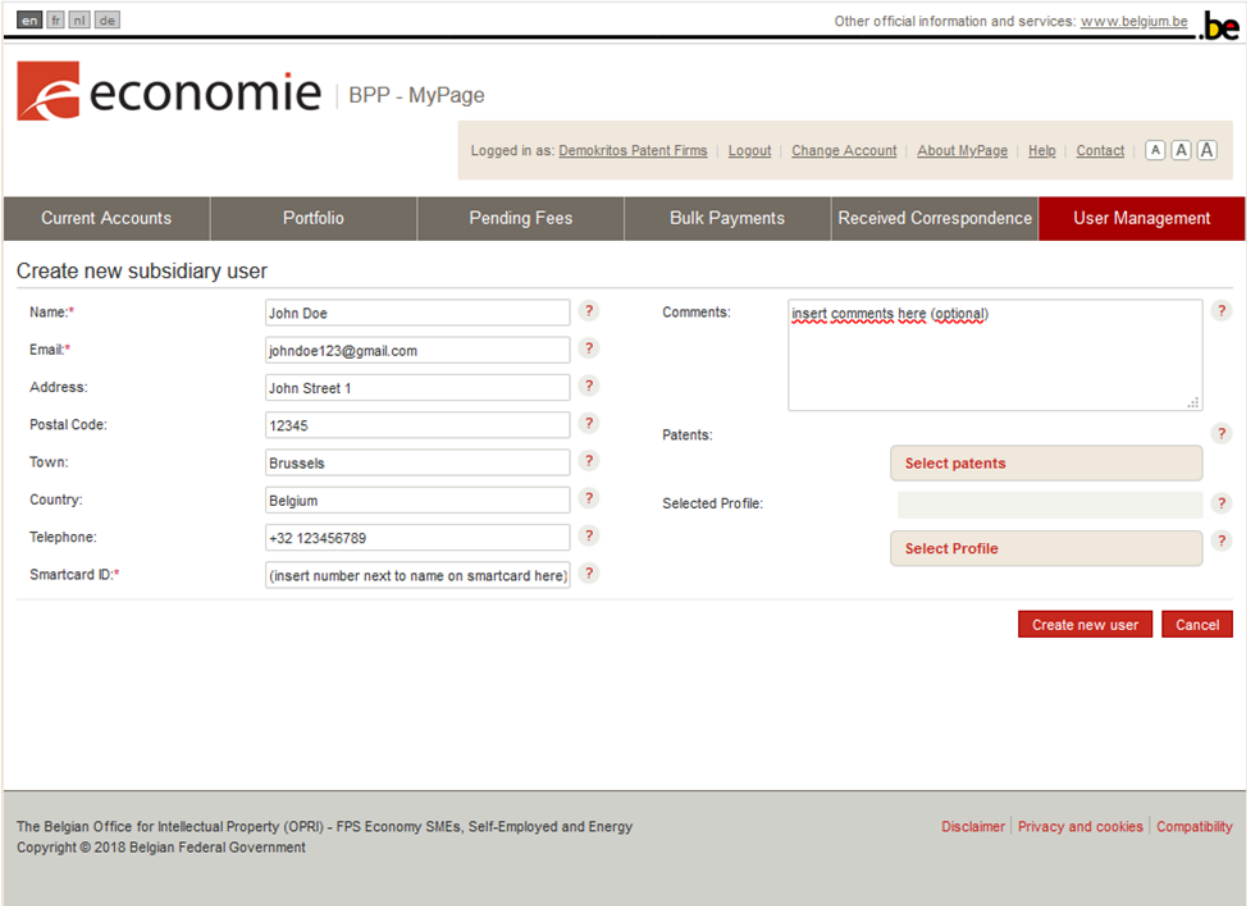
Give the user profile a name in the 'Profile name' field. Optionally, you can also give a description of it in the 'Profile description' field. Also don't forget to assign the correct 'Access rights. Finally, press 'Save' to keep the changes. You can now select this user profile to assign to a subsidiary user.



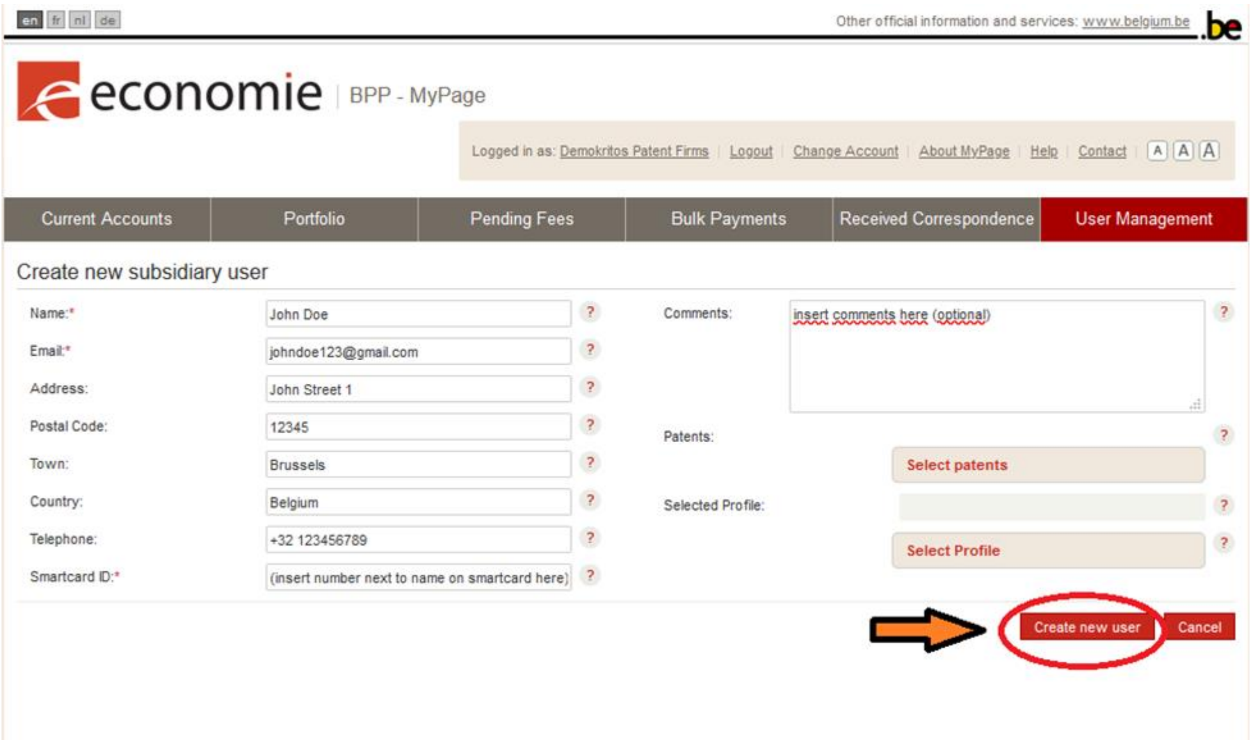
Click on the main tab 'User Management' to return. You will automatically land on the 'Subsidiary users' subtab.

In this tab, you can add or remove users linked to your office and adjust their access rights. It also provides an overview of these users. By clicking on "Create new subsidiary user", you can create a new user and grant a user profile of your choice:

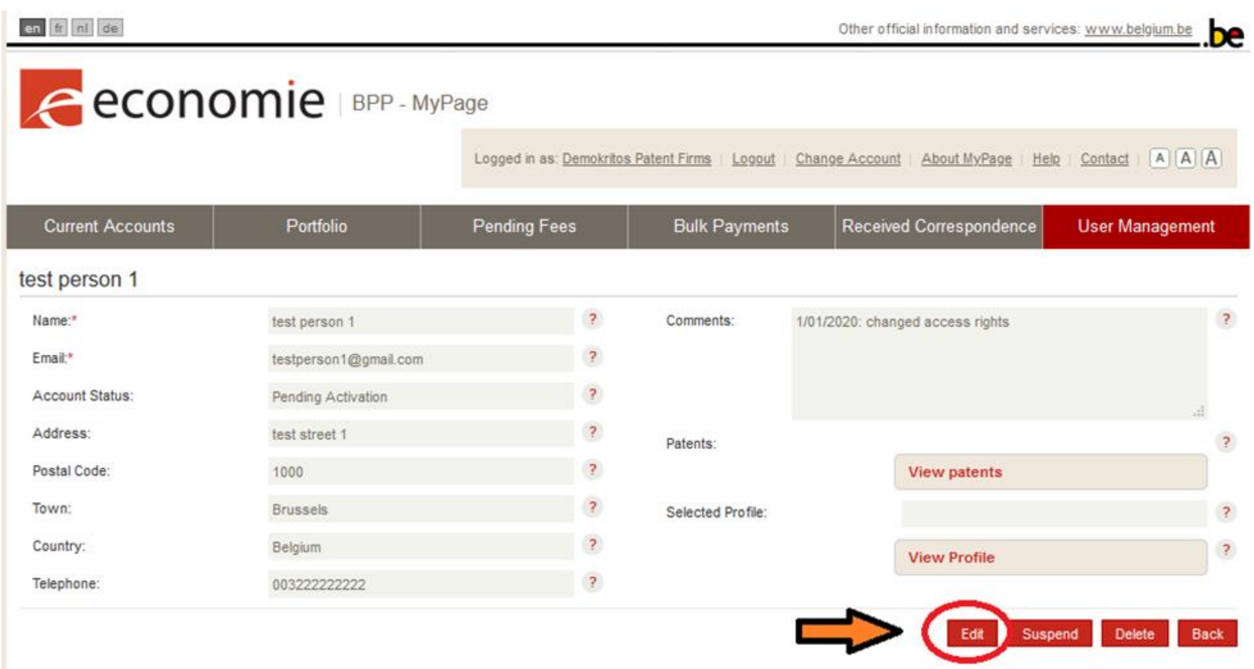




1. You must provide the user's name (listed on their smart card), email address and smart card ID. Note: a registration link will be sent to this email address.
2. Click on "Select patents" and assign the patents to which the user should have access (click on the chosen patents and press "Select"). You can also click on "Assign all"; this automatically gives the subsidiary user access to all your current and future patents.
3. Select the user profile to be assigned to the user.
4. Click on “Create New User”.

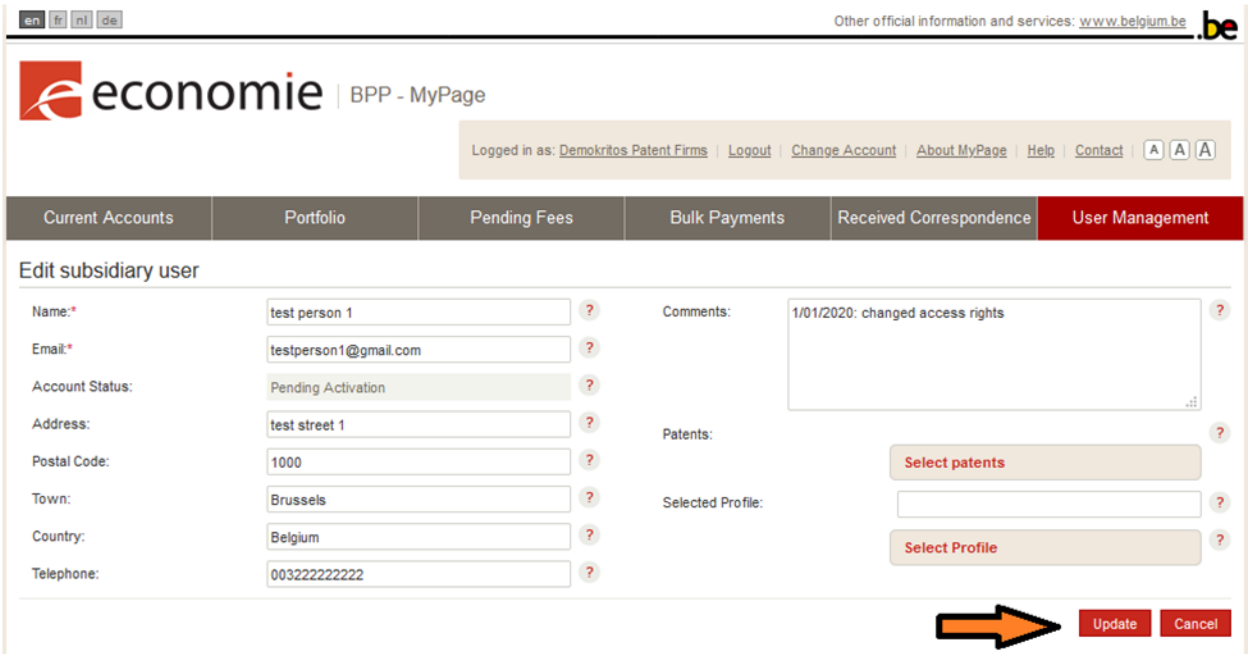


You can also modify an existing user and his rights:

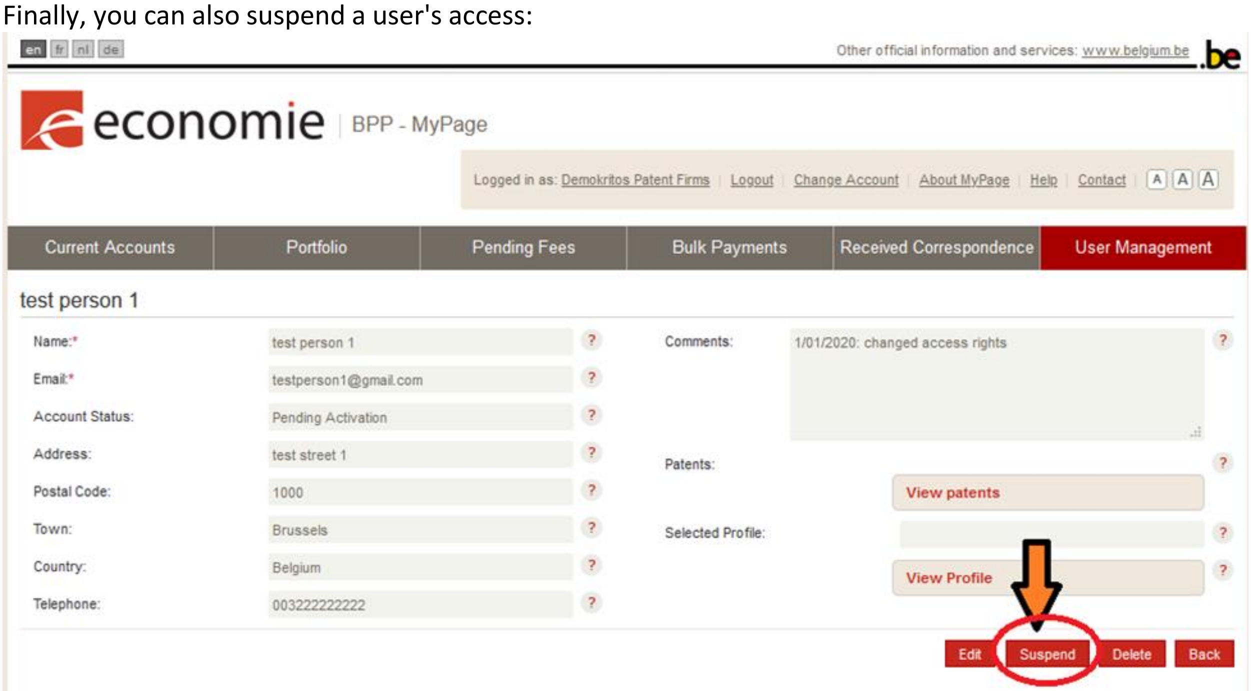


1. Select the user (click on the name) to be edited
2. Click "Edit"
3. Optional: fill in the text fields / note comments
4. Edit the user profile assigned to the person

5. Finally, click "Update" if you want to implement the change. Click "Cancel" if you want to undo the changes.



Finally, you can also suspend a user's access:



1. Select the user you wish to modify.
2. Click on "Suspend" or "Un-suspend"

Appendix 2 on page 28 provides an overview of the various rights that you can grant.

APPENDICES

APPENDIX 1: XML

XML stands for "eXtensible Markup Language"

It is a descriptive language that is used to organize data, with the objective of exchanging data between machines.

Structure of an XML payment order

The structure of an XML payment order file is a little different when:

- You send your .XML by e-mail
- You upload your .XML on MyPage

In MyPage, the Payer ID information and the date of receipt are not required.

This is how a valid XML payment order looks like:

```
<?xml version="1.0" encoding="UTF-8"?>
<PaymentOrder>
<DebitLaterDate>DATE</DebitLaterDate>
<PaymentOrderReference>REF</PaymentOrderReference>
<PaymentOrderRecord>
<CaseNumber>NUMBER</CaseNumber>
<CaseType>TYPE</CaseType>
<Fee>
<FeeType>FEECODE</FeeType>
<Amount>AMOUNT</Amount>
<PenaltyAmount>AMOUNT</PenaltyAmount>
</Fee>
</PaymentOrderRecord>
</PaymentOrder>
```

In this structure, there are two distinct types of data:

The data relating to the payment order in its entirety are in red. Let's have a look at the two pieces of data at the beginning of each XML payment order:

<DebitLaterDate>DATE</DebitLaterDate>

These data are optional; they can be used if you wish to debit the payment order at a later date. However, the date cannot exceed 5 days from the day the payment order is uploaded. DATE must be formatted as follows: yyyy-mm-dd.

<PaymentOrderReference>REF</PaymentOrderReference>

REF is the paying agency's reference for the payment order.

The data regarding the different fees which the payment order relates to are written in blue.

NUMBER is the identification number of the patent (Belgian or European) or the supplementary protection certificate for which a fee is paid. It depends on the type of patent:

- For a national patent: the application number is BEyyyyy/nnnnnn or yyyyy/nnnnnnn
- For a European patent: the publication number is used (without "EP" before the number)
- For a supplementary protection certificate: the application number is used: yyyyyC/nnnnnn or nnCnnnn

TYPE of file can be:

- National patent: NP
- Patent Cooperation Treaty: PCT
- Supplementary protection certificate: SPC
- Validation of a European patent: EPV

FEECODE depends on the type of fee and the type of file.

For example:

- Annual fees for national patents: F106 to F123
- Annual fees for European patents: F503 to F 520
- Annual fees for SPC’s based on a national patent: F406 to F410
- Annual fees for SPC’s based on a European patent: F412 to F416

AMOUNT is the fee amount, expressed as a whole number. The <PenaltyAmount>AMOUNT</PenaltyAmount> tag is optional and should only be used if a surcharge is to be paid. AMOUNT is the surcharge amount, expressed as a whole number (85 or 230 euros).

Frequent problems with .XML files

For Belgian patents and Belgian patent applications:

"BE" is missing in a national patent number or "BE" stands in a national patent number when it should not. Reminder :

- Until number 2014/0656 → no "BE"
- From number BE2014/0657 -→"BE"

Publication numbers should not be used for national patents: use the application number.

For European patents validated in Belgium:

Application numbers must not be used for European patents validated in Belgium: use the publication number.

"EP" must not be mentioned before the European patent number.

For supplementary protection certificates:

The SPC fee codes depend on the basic patent’s type.

Appendix 2: Access Rights

This appendix contains the access rights that a parent user can grant to the accounts of the subsidiary users.

Access rights	MyPage Section	Description
ACCOUNT_VIEW_USER	Account Details	• Look at the account details-page
ACCOUNT_SUPER_USER	Account Details	• Look at the account details-page • Edit the account details-page
BALANCE_VIEW_USER	Current Account	• Look at the Current Account/Balance
CURRENT_ACCOUNT_BALANCE_VIEW_USER	Current Account	• Look at the Current Account/Balance • Search and look at the movements for all patents related to the parent user
CURRENT_ACCOUNT_SUPER_GEBRUIKER	Current Account	• Look at the Current Account/Balance • Search and look at the movements for all patents related to the parent user • Download the list of movements for all patents related to the parent user
PORTFOLIO_SUPER_USER	Portfolio	• Search and look at the patents for which the user has been granted access • Export the list of patents for which the user has been granted access • Access the Patent Details-page and the Patent Documents for which the user has been granted access
FEES_VIEW_USER	Pending Fees	• Search and look at the yet to be paid patent fees for which the user has been granted access • Export the list of yet to be paid patent fees for which the user has been granted access

FEES_SUPER_USER	Pending Fees	• Search and look at the yet to be paid patent fees for which the user has been granted access • Export the list of the yet to be paid patent fees for which the user has been granted access • Pay the yet to be paid fees • Add the yet to be paid fees to the 'My Payment List' • Access the 'My Payment List' section and the payment of fees
PARTY_FEES_VIEW_USER	3rd Party Fees	• Search and look at the yet to be paid 3rd party fees • Export the list of to be paid 3rd party fees
PARTY_FEES_SUPER_USER	3rd Party Fees	• Search and look at the yet to be paid 3rd party fees • Export the list of to be paid 3rd party fees • Pay the yet to be paid 3rd party fees • Add the yet to be paid 3rd party fees to the 'My Payment List' • Access the 'My Payment List' section and the payment of fees
PO_REPORTS_VIEW_USER	My Payment Orders	• Search and look at the payment orders of paid fees that the parent user and subsidiary users have completed
PO_REPORTS_SUPER_USER	My Payment Orders	• Search and look at the payment orders of paid fees that the parent user and subsidiary users have completed

		• Export the list of the payment orders of paid fees that the parent user and subsidiary users have completed
PARTY_PO_REPORTS_VIEW_USER	My Payment Orders	• Search and look at the payment orders of paid 3rd party fees
PARTY_PO_REPORTS_SUPER_USER	My Payment Orders	• Search and look at the payment orders of paid 3rd party fees • Export the list of the payment orders of paid 3rd party fees
BULK_REPORTS_VIEW_USER	Bulk Payments	• Search and look at the available bulk payments
BULK_REPORTS_VIEW_DOWNLOAD_USER	Bulk Payments	• Search and look at the available bulk payments • Export the list of the available bulk payments
BULK_REPORTS_SUPER_USER	Bulk Payments	• Search and look at bulk payments • Export the list of bulk payments • Create bulk payments
USERMANAGEMENT_SUPER_USER	User Management	• Search and look at subsidiary users • Export the list of subsidiary users • Manage access rights and grant patents • Create new subsidiary users • Suspend/Cancel suspension of subsidiary users

MYPAGE_SUPER_USER	N/A	• Access to all functionalities and pages of MyPage

Annex 3: Glossary

Current Accounts

<u>Filter movements</u>

Application Reference: this is the patent's reference number, not the payment order's **.**

Reception Date: This is the date of the payment order, except when we receive a deposit or when we issue a refund; in these cases the creation date is used in the system.

Status: this corresponds to the status of the payment order; if the payment order has been submitted via MyPage and it has not yet been processed, the status is "Reserved". When the payment order has been processed, the status becomes "Validated". When the payment order is registered, the status is "Accounted".

<u>List of movements</u>

Accounted Date: this is the date the payment has been accounted.

Application Reference: see 'Application Reference' in Filter movements

Reception Date: see 'Reception Date' in Filter movements.

Status: see 'Status' in Filter movements.

Portfolio

<u>Filter patents</u>

Application Reference: see 'Application Reference' in Filter movements

<u>List of Patents</u>

Pending Correspondence: if the symbol in this column is colored red, you can click on it and you will automatically go to the "Pending Correspondence" tab. This means that there is correspondence in MyPage regarding this patent.

Pending Fees : if the symbol in this column is colored red, you can click on it and you will automatically go to the "Pending Fees" tab; you can then immediately proceed with the payment of the fee. If the symbol is gray, it means that no current pending fees exist.

Pending Fees

<u>My pending fees – filter pending fees</u>

Application Reference: see 'Application Reference' in Filter movements

<u>My pending fees – list of pending fees</u>

Add to 'My Payment List': after ticking one of the different annual fees/additional fees, you can click on "Add to My Payment List" and thus create a list of payments to be made. That list can be viewed in the "My Payment List" subtab.

Make Payment Order: after ticking one of the different annual fees/additional fees, you can click on "Make Payment Order" and thus make a payment order.

<u>My payment orders</u>

Creation Date: date that the payment order was made.

Debit Date: date that the payment order amount is debited (if the option "debit later date" is selected, it will be the "Debit Date"). If you do not select that option, the "Debit Date" will be the same as the "Creation Date".

<u>My Payment List</u>

Make Payment Order: the fees list you made in the “My Pending Fees” - “Add to my Payment” subtab will be displayed here; you can put it into a payment order by clicking “Make Payment Order”.

Remove Fees: by clicking on the button, you remove the created list from the “My Pending Fees” – “Add to my Payment List” subtab.

Bulk Payments

Make bulk payment: via this button, you can upload an XML file.

Reference: this is the bulk payment’s reference.

Received Correspondence

<u>Filter letters/notifications</u>

Case Number: this filter, which refers to the column “Application Number”, will show something only for letters regarding one specific patent (e.g. Request For Changes and letters regarding national patents).

Letter/notification Type: you can choose here between every type of letter and message.

Reference: the reference mentioned in the letter as “your reference”.

<u>List of letters/notifications</u>

Application Number: see Case Number in Filter letters/notifications; it is only used for RFC’s and it is the actual case number.

Attachments: you can open documents that are attached to the letter by clicking on the PDF icons.

Reference: see reference in Filter letters/notifications.

User Management

Access rights: the different types of access rights you can give to the subsidiary user.

Account status: that filter refers to the request’s status; “Activated” is the status given to an activated user profile (the user can use the rights he has been given). The status “Pending activation” is given to request that still has to be validated with an activation e-mail. The status “Suspended” indicates that the rights granted earlier have been suspended. This can be undone later.

Select patents: you can grant/suspend access to determined patents.